



# Pinellas County

## Staff Report

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File #: 16-566A, Version: 1

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### **Subject:**

Lease Agreement with Northside Square, LLC for leased space at 29399 U.S. Highway 19 North.

### **Recommended Action:**

Approve and execute the Lease Agreement (Lease) with Northside Square, LLC to allow for the relocation of Tax Collector processing operations.

### **Strategic Plan:**

Deliver First Class Services to the Public and Our Customers.

5.3 Ensure effective and efficient delivery of county services and support.

### **Summary:**

This action provides a full service Lease for the relocation of the Tax Collector's Processing Operations Department from the Young-Rainey STAR Center (STAR Center) to Northside Square. The Lease at the STAR Center expires in August 2016.

### **Background Information:**

The Tax Collector and Property Appraiser currently have locations at Northside Square. This Lease will provide the Tax Collector with space adjacent to their current space for increased operational efficiency. The Lease also includes adjoining office space for a Code Enforcement satellite office.

A driver license test course will be constructed on the County-owned North County Service Center property, across the street from the leased location. The administrative space needed for this function requires the displacement of Code Enforcement's satellite office. Hence, this Lease includes space to relocate the Code Enforcement satellite office to Northside Square.

The Lease for the Tax Collector at the STAR Center may be terminated with sixty (60) days notice. The Lease term is sixty (60) months with three (3) renewal options of one (1) year each.

### **Fiscal Impact:**

The first year annual base rent will be \$20.15 per square foot, which is subject to a 3% annual increase. The lease rate includes turn-key tenant improvements totaling \$460,708.00. The base rent payment for year one will be \$307,791; \$25,649 remitted monthly. There is a one-time \$72,232 cost for the installation of the low voltage wiring required to provide computer and telephone connectivity. The source of the funding is from the Tax Collector's budget with the exception of the Code Enforcement satellite office, at a cost of \$17,000 annually which is funded by the Real Estate Management budget; Rentals and Lease Operating account.

### **Staff Member Responsible:**

Andrew W. Pupke, Director, Real Estate Management

### **Partners:**

Tax Collector

**Attachments:**

Lease Agreement - Northside Square, LLC